

## IC Memorandum 10-27



**To:** KEHP Insurance Coordinators for State Agencies,  
Retirement Systems, Health Departments and Quasi  
Agencies

**From:** Department of Employee Insurance (DEI)  
Enrollment Information Branch

**Re:** Dependent Termination and Appeal Notices – Conclusion of  
Chapman Kelly Dependent Eligibility Audit Group 2

**Date:** August 9, 2010

Commonwealth of Kentucky  
Personnel Cabinet  
Department of Employee Insurance  
2<sup>nd</sup> Floor, State Office Building  
501 High Street  
Frankfort, Kentucky 40601

Web Site: <http://kehpn.ky.gov>  
Wellness Hotline: 877-KEHP-WELL

The dependent eligibility audit has now concluded for the second group, consisting of state employees, retirees, health department employees and employees of quasi-governmental organizations. KEHP mailed final termination notices on August 9, 2010. Accompanying this email are copies of the documents that were sent to KEHP members enrolled through your agency.

1. A copy of the notice that was mailed to KEHP members enrolled through your agency who did not verify the eligibility of one or more dependents.
  - a. The effective date of any coverage termination will be **January 1, 2010**.
2. A copy of the Appeal Request Form.
  - a. Appeal requests must be filed by **August 30, 2010**. The form must be completed in its entirety and all documentation must accompany the form.

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Kentucky Transportation Cabinet

The refund of premium overpayments created by the termination of coverage should be handled through your agency. See IC Memo 10-23.

**Agencies whose payroll is done by the Commonwealth of KY -** You must work with your payroll contact to issue refunds. Please see the attached document "Instructions to Commonwealth of KY Payroll" which was emailed to your payroll contact.

Please review your GHI mail on a daily basis. We will not mail a list of dependents to be terminated. Terminations that result in a premium change will appear on your September bill. Also, watch for dependents added back to plans during the appeal process.

**Please contact the Department of Employee Insurance with questions.**  
Enrollment Information Branch: (502) 564-1205  
Member Services Branch: (888) 581-8834

